

Registration begins Monday, April 24, 2006.

Registration Information

Courses are filled on a first-come, first-served basis. A receipt represents a completed registration. The county charges \$25 for returned checks.

Refunds

Refunds are made when courses are full or canceled. If a change in day, time or location prohibits you from attending, we will be happy to refund your fee. Simply mail your written request at least one week prior to the start of the program.

We guarantee your satisfaction!

If after taking a course, you were dissatisfied with it, you may either transfer to another course or request a refund. Just notify us in writing within one week of the end of the course.

How To Register



Mail In: Complete form below and attach payment or credit-card information. No cash, please.



Walk In: The Parks and Recreation Administration Building is open weekdays, 8:30 a.m.-5 p.m., and is located at 6801 Mimms Loop in the Chesterfield County Government Center.



Drop Box: Drop registration form with payment (no cash) in the mail slot at the Parks and Recreation Administration Building.



Call In: Call us at (804) 748-1623, Monday-Friday, 8:30 a.m.-4:30 p.m., to register.



Touch Tone: You can register 24 hours a day, seven days a week, by calling our automated registration system at (804) 768-7722. See Page 29 for details.



Fax In: Fax form with credit-card information to (804) 751-4131.



CHESTERFIELD COUNTY PARKS AND RECREATION DEPARTMENT

Adult Name _____ Date of Birth _____
Address _____
City _____ State _____ ZIP _____
Home Phone _____ Work Phone _____ e-mail _____
Bus Stop _____

Participant Name	Date of Birth MM/DD/YY	Gender	Course Title	Course Number	Fee
Total Fees					

CREDIT CARD
INFORMATION

Holders Name _____ Check one: ☐ VISA ☐ MASTERCARD
Card Number _____ Exp. Date _____
Signature _____

Mail registration form and payment to:
Parks and Recreation Department
P.O. Box 40
Chesterfield, VA 23832

Make checks payable to:
Chesterfield County Treasurer
Phone Numbers:
(804) 748-1623 • (804) 768-7722 Touch Tone • (804) 751-4131 Fax

Any special accommodations needed? ☐ Yes _____

How would you prefer to learn about the programs and services offered by Parks and Recreation?
Choose one: ☐ Newspaper ☐ Radio ☐ Internet ☐ Mail ☐ TV ☐ Library/Retail Outlet

REGISTRATION FORM